



South Dakota Healthcare Workforce Partnership Fund

Healthcare Workforce Awards

REQUEST FOR PROPOSALS

Proposals due April 1, 2008

Contact Information

Applications and questions regarding the South Dakota Healthcare Workforce Partnership Fund should be directed to:

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South Dakota Department of Health
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2008 South Dakota Healthcare Workforce Partnership Fund

Healthcare Workforce Awards **Request for Proposals, 2008**

INSTRUCTIONS

1. Introduction

The Healthcare Workforce Partnership Fund has been established in conjunction with the South Dakota Community Foundation to assist in developing South Dakota's healthcare workforce. Initial funding for the Partnership was made possible through donations from Avera Health, Regional Health and Sanford Health. The Department of Health is continuing efforts to obtain donations.

Awards will be made on a competitive basis. Please read this Request for Proposal (RFP) carefully and follow all written instructions. Do not make changes to document formatting. Do not rely on any other RFPs. This document provides the specific requirements and instructions for proposals to the South Dakota Healthcare Workforce Partnership Fund.

2. Scope & Purpose

Funds may be used for the development of new projects or to enhance or expand existing projects that address South Dakota's healthcare workforce needs. Proposed projects should have a community, regional or statewide impact. "Healthcare workforce" is defined as providers of patient care and can include such occupations as physicians, nurses, clinical laboratory scientists, dietitians, respiratory therapists, certified nurse assistants, etc.

3. Eligible Applicants

- Non-profit, licensed healthcare facilities.
- Partnerships that include a non-profit licensed healthcare facility. Partners may include for-profit entities.
- One member of applicant partnerships must be designated as the fiscal agent for the receipt of grant funds. The fiscal agent must be a non-profit entity or a city, county, state or tribal governmental entity.

4. Prohibited Uses of Funds

Funds may NOT be used for the following:

- Tuition/tuition reimbursement/recruitment incentives for individual employees or future employees
- Construction costs
- Overhead/Administrative fees
- Routine equipment/software replacement
- Routine professional development including conference registration and travel
- Remodeling of offices, classrooms, meeting rooms, etc.
- Supplanting of existing funding for the applicant(s) ordinary operations

5. Estimated Amount of Awards

The range of awards is up to \$10,000. The total amount available for funding is approximately \$80,000. A minimum cash match of 30% is required. Thus, for a grant of \$10,000, the applicant(s) would be expected to provide an additional \$3,000 for a project total of \$13,000. Proposed budgets

are negotiable and will be separately approved. The Steering Committee for the South Dakota Healthcare Workforce Partnership fund reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the Healthcare Workforce Partnership Fund.

6. Number of Projects

Each applicant/partnership may apply for only one grant per funding cycle.

7. Duration of Funding

Projects may begin July 1, 2008 and must conclude by June 30, 2009. Final reports will be due in the Healthcare Workforce Center no later than September 1, 2009. Report details will be provided.

8. Project Calendar – Dates are approximate and may be adjusted

- **Applications must be received electronically by the South Dakota Healthcare Workforce Center no later than 5:00 p.m. Central Time, April 1, 2008.**
- Reviews of applications completed by May 30, 2008
- Budget negotiations
- Notification of awards will be made via US mail following final approval of budgets
- Funds will be available upon receipt of formal acceptance of the grant, including all requirements and conditions, and the final approved budget
- Funds will be disbursed no earlier than July 1, 2008
- Projects may begin July 1, 2008 and must conclude by June 30, 2009
- Grant funds must be spent by July 31, 2009
- Final reports are due electronically in the South Dakota Healthcare Workforce Center no later than 5:00 p.m. Central Time September 1, 2009

9. Review of Proposals & Notification of Applicants

Complete proposals from eligible applicants received by the deadline will be reviewed by the Healthcare Workforce Partnership Fund Steering Committee. A proposal must have all required components in order to be reviewed for possible funding. Reviewers will award points based on criteria selected to reflect the purpose of the Fund.

- | | |
|---|-----------|
| • Demonstrated partnership | 30 points |
| • Impact on South Dakota's healthcare workforce | 40 points |
| • Feasibility & effectiveness of workplan | 30 points |

The contact person will be informed that the proposal is being considered for funding. Funding is NOT final until the project budget is approved and the Steering Committee's recommendations have been approved by the Healthcare Workforce Initiative cabinet members.

Applicants should not make public announcements or expend their own funds based on preliminary discussions.

10. Intellectual Property

All reports, recommendations, documents, drawings, plans, specifications, technical data and information, copyrights, patents, license, or other products produced as a result of the services rendered under this agreement will become the sole property of the State of South Dakota.

11. Evaluation and Observation of Activities

An evaluation plan is required as part of the proposal.

Applicants must agree to allow site visits to activities funded by the grant. Visitors may include staff of the South Dakota Healthcare Workforce Center, staff of state agencies participating in the Healthcare Workforce Initiative, members of the Steering Committee and representatives of other applicants. (Other projects may benefit from opportunities to observe.)

12. Format & Content of Proposals

All proposals are to include the components identified below in the order shown. Application materials can be found on the South Dakota Healthcare Workforce Center website at <http://doh.sd.gov/RuralHealth/workforce.aspx>. These materials were developed for submission by applicants via email only. The following steps can be used for its completion:

- Print the instructions for reference when completing application materials
- Save the cover sheet, program abstract and budget forms to your computer.
- To complete these forms, use the tab key to move from one form field to the next. These fields will expand to allow for the needed information.
- After you have completed the three forms, attach them to an email and return them to Halley Lee at halley.lee@state.sd.us.
- Materials are due no later than 5:00 p.m. Central Time, April 1, 2008.

Cover Sheet

The file name, *Healthcare Workforce Partnership RFP Cover Page*, contains the format that must be completed for the cover page.

Program Abstract

The file name, *Healthcare Workforce Partnership RFP Program Abstract*, contains the format that must be completed for the program abstract.

Project Title: Enter the proposed project title in the space provided.

Problem Statement: Give a 200 word or less description in the space provided of the problem which your proposed project will address. The problem should be specific to the applicant(s) and the coverage region and something that the applicant(s) will address in the proposed project. (Background information concerning the State's healthcare workforce needs is not necessary.)

Project Summary: Provide a 200 word or less summary of the project in the space provided.

Project Partners: In the space provided, discuss project partners, their respective responsibilities and their contributions, both financial and in-kind.

Project Purpose: In the space provided, explain how the project will expand and enhance South Dakota's healthcare workforce and address the problem described in the problem statement.

Project Activities: In the space provided, identify the activities to be funded through the grant. The activities should be clearly designed to expand South Dakota's healthcare workforce and to achieve the project purpose.

Project Description: In the space provided (not to exceed 750 words) describe the proposed project. Include a project workplan or sequence of project events with estimated completion timeframes.

Evaluation Plans: In the space provided, outline evaluation plans for the project. Address how you will evaluate your project's activities to determine whether you have achieved the purpose of the project.

NOTE: Quarterly status reports must be submitted to the South Dakota Healthcare Workforce Center. In addition, a final report on the project will be due to the Healthcare Workforce Center. It is not necessary to state that the applicants will comply with these expectations. Focus on what will be done to evaluate the project.

Budget

The file name, *Healthcare Workforce Partnership RFP Budget*, contains the format that must be completed for the budget.

Budget Narrative: For each of the cost items on the budget form for which funds are requested, provide a rationale and details relative to how the costs were calculated and specific usage. For matching funds, indicate by whom the match is provided. For each subcontract, provide the name of the contractor, components or services to be provided by the contractor, and cost per service. If the contractor has not yet been selected, detail the selection process.

NOTE: Budgets are subject to negotiations.

13. Contact Information

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